



ITS Institute

3771 Eastwood Drive, Jackson, Mississippi

Information Technology Course Catalog

April –June 2011

This Catalog is also
Find It Online
www.its.ms.gov
the ITS Home Page
Available on the Internet

About the ITS Institute: The Mississippi Department of Information Technology Services (ITS) Education Services Division offers an ongoing educational program designed to enhance and improve the computer and communication skills of personnel within state government. The training program is commonly called the ITS Institute. The curriculum is structured so that a person with no experience can begin with an introductory course and, if appropriate, progress to highly advanced levels of information processing.

The ITS Institute uses an automated system for course scheduling, registration, permanent records, and student transcripts. This system provides the necessary documentation for state agencies and the students regarding their training accomplishments. Certificates are provided to students upon successful completion of courses.

During Fiscal Year 2010, ITS offered approximately 191 instructor led classes to approximately 1,416 students, representing numerous state agencies, universities, community colleges, and governing authorities. The Institute curriculum has been expanded as the demand for information systems skills has increased. The ITS Institute provides the necessary education and training to make state personnel more productive at a significantly lower cost than outside training sources.

Customized Training: The ITS Institute has the resources to provide instruction in almost any information systems area needed by state government employees. In addition to the regularly scheduled courses, we will design a class to meet your specific training needs. We also provide online training in conjunction with MindLeaders.

Continuing Education is the Key to Success:

The future of Mississippi government depends on efficient execution of the services it provides. State budget constraints make it imperative that agencies use information technology effectively to increase personnel productivity. If agencies cannot perform their tasks more efficiently, services which they provide cannot be maintained, much less expanded to meet pressing needs. Continuing education and training are essential for the effective planning, implementation, support, and use of these technological solutions. The ITS Education Services Division offers an excellent means of fulfilling these goals in a cost-effective way.

Other Services Offered by ITS:

ITS offers a variety of other services including on-site training assistance and follow-up, system analysis, design, programming, documentation, project management, feasibility studies, long-range planning, procurement, telephone services, and general consulting. If we can be of service to you in any of these areas, please call (601) 432-8000.

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General Information

Welcome to the ITS Institute:

The ITS Institute, administered for the State of Mississippi by the Department of Information Technology Services, offers an educational program designed to enhance and improve the skills of information processing personnel within state government.

Facilities:

The ITS Institute is located at 3771 Eastwood Drive, in Jackson, MS. The Institute has two hands-on training labs. These labs are configured with a variety of PC applications and have communications capabilities with the mainframe at the State Data Center.

Instructors:

Highly trained individuals who work in the industry or are instructors at state colleges and universities teach ITS Institute classes. Instructors possess years of practical experience, as well as academic credentials. Constant monitoring and evaluation of instructors ensure that classes are taught by individuals with a wide range of knowledge, as well as exceptional teaching skills.

Registration:

Registration forms are included at the back of this catalog and must be returned 30 days prior to the class begin date to allow enough time to order materials for the courses. If it is impossible to have these forms returned by the date specified, please contact the ITS Institute and indicate the number of students to be enrolled in each course.

Class Size:

Class enrollment will be on a first-come, first-served basis. Class size is limited, and ITS reserves the right to establish class size and limit the number of students from each agency if the class size has to be cut. The ITS Institute reserves the right to cancel any class due to under-enrollment or other reasonable cause.

Textbooks & Materials:

The textbooks and materials used for each course are listed on the schedule. Each student must indicate on the registration form whether he or she needs materials for the course. Textbooks and materials will be ordered based on the information provided on the registration form.

Class Confirmation:

As soon as registration forms have been received and plans for the January to March classes have been finalized, students will be notified of the exact starting dates, instructors, and locations for each class at least two weeks prior to the first day of class.

Cancellations and Substitutions:

Registrants of ITS-conducted classes who cancel within 10 days of the first class meeting will be billed the full tuition. Registrants of vendor-conducted classes who cancel within 30 days of the first class meeting will be billed the full tuition. Substitutions are permissible any time prior to and including the day on which the course begins.

On-Line Training:

The ITS Institute has an agreement with MindLeaders to provide self-paced training to Mississippi public entities. State agencies, county and local governments, public schools, and institutions of higher learning are eligible to participate in this agreement. MindLeaders offers over 2,300 courses available via the Intranet or the Internet. Training is available anywhere, anytime. Please visit the ITS/MindLeaders website via the ITS website, www.its.ms.gov, for more course information.

Charges:

The total charge for ITS classes includes tuition, lab fee, and materials fee. See the schedule for estimated charges for individual classes.

Tuition for ITS classes is categorized as follows:

Course Type	State Employees	Non-State Employees
Overview courses less than 4 hours (IL)*	Free	\$100.00
Courses 10 hours or less (IL)*	\$100.00	\$400.00
Courses 11—20 hours (IL)*	\$150.00	\$450.00
Courses 21—30 hours (IL)*	\$300.00	\$600.00
Vendor-conducted course**	See Schedule	Contact ITS
Online training (Combined Technical/Business)	\$190.00/yr	N/A
Online training (Technical)	\$140.00/yr	N/A
Online training (Business)	\$110.00/yr	N/A
<i>* Instructor Led Courses</i>		
<i>** The maximum charges for on-site, vendor-conducted courses are listed on the schedule. The actual tuition billed to each student may be less than this amount if there are more than eight students. Scheduling vendor-conducted courses on-site results in significant savings to the State for tuition and travel expenses.</i>		

Nonexempt Employees:

For state agencies who are sending nonexempt employees to classes meeting after normal working hours, the agency must evaluate their liability for overtime for these employees as provided by the Fair Labor Standards Act. If you have questions as to whether an employee is exempt, please contact the State Personnel Board. This statement does not apply to individuals who are paying for courses themselves.

For More Information:

If you have questions regarding this catalog or the ITS Institute, please contact:

Susan McClain, Education Specialist (601) 432-8186

Connie Smith, Education Assistant..... (601) 432-8051

A+ ESSENTIALS (2009 OBJECTIVES)

Brief Course Description:



This course will prepare you for the CompTIA A+ Exam number 220-701. Topics covered include:

- personal computer components
- operating system fundamentals
- PC technician professional best practices
- installing & configuring peripheral components
- examining system components
- maintaining & troubleshooting peripheral components
- system component troubleshooting techniques
- installing & configuring operating systems
- maintaining & troubleshooting Microsoft Windows
- network technologies
- supporting laptops & portable computing devices
- supporting printers
- personal computer security concepts.

Prerequisites:

Students should have a basic knowledge of Windows-based personal computers, as well as a basic knowledge of computing concepts.

Materials & Approximate Course Cost:

Tuition for state employees	\$300.00
Lab Fees	\$125.00
<i>A+ Essentials (2009 Objectives)</i>	60.00
Estimated Costs for State Employee	\$485.00

Course: CA+E9

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1104	Starting Monday, May 9, 2011, for 1 week	Monday – Friday	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Chris Keller

A+ PRACTICAL APPLICATIONS (2009 OBJECTIVES)

Brief Course Description:



This course will prepare you for the CompTIA A+ Exam number 220-702. Topics covered include:

- installing & configuring system components
- troubleshooting system components
- maintaining & troubleshooting Microsoft Windows
- network technologies
- installing & managing network connections
- supporting laptops & portable computing devices
- supporting printers
- personal computer security concepts
- supporting personal computer security.

Prerequisites: A+ ESSENTIALS (2009 OBJECTIVES)

Materials & Approximate Course Cost:

Tuition for state employees	\$275.00
Lab Fees	\$75.00
A+ <i>Practical Applications (2009 Objectives)</i>	45.00
Estimated Costs for State Employee	\$395.00

Course: CA+PA

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1104	Starting Monday, June 6, 2011, for 3 days Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Chris Keller



CONFIGURING & TROUBLESHOOTING INTERNET INFORMATION SERVER 7.0 IN SERVER 2008

Brief Course Description:



In this course, students will learn to install, configure, maintain, and troubleshoot an Internet Information Services 7.0 Web server in Windows Server 2008. Topics covered include:

- configuring an IIS 7.0 Web server
- configuring IIS 7.0 Web sites & application pools
- configuring IIS 7.0 application settings
- configuring IIS 7.0 modules
- securing the IIS 7.0 Web server & Web sites
- configuring Delegation & Remote Administration
- using Command-line & Scripting for IIS 7.0 administration
- tuning IIS 7.0 for improved performance
- ensuring Web site availability with Web Frame
- troubleshooting IIS 7.0 Web servers.

Prerequisites: SERVER 2008 NETWORK INFRASTR. & APPL. PLATFORM FUNDAMENTALS

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6427

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1101	Starting Monday, April 18, 2011, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., New Horizons Jackson, MS



CONFIGURING & TROUBLESHOOTING SERVER 2008 TERMINAL SERVICES

Brief Course Description:



This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. Topics covered include:

- configuring TS core functionality
- configuring & managing TS licensing
- configuring & troubleshooting TS connections
- configuring TS resources
- configuring TS Web access
- configuring Session Broker
- configuring & troubleshooting TS Gateway
- managing & monitoring Terminal Services.

Prerequisites:

SERVER 2008 NETWORK INFRASTR. & APPL. PLATFORM FUNDAMENTALS
CONFIGURING & TROUBLESHOOTING A WINDOWS SERVER 2008 NTWK

Materials & Approximate Course Cost:

Tuition for state employees	\$805.00
Estimated Costs for State Employee	\$805.00

Course: CNH6428

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1101	Starting Tuesday, April 26, 2011, for 2 days	Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



CONFIGURING, MANAGING & TROUBLESHOOTING EXCHANGE SERVER 2010

Brief Course Description:



This course provides students with the knowledge and skills to configure and manage an Exchange Server 2010 messaging environment. Topics covered include:

- deploying Exchange Server 2010
- configuring mailbox servers
- managing recipient objects
- managing client access
- managing message transport
- implementing messaging security
- implementing high availability
- implementing backup & recovery
- configuring messaging policy & compliance
- securing Exchange Server 2010
- maintaining Exchange Server 2010
- upgrading from Exchange Server 2003 or 2007 to 2010
- implementing unified messaging
- advanced topics in Exchange Server 2010.

Prerequisites: Students should have a working knowledge of the Windows server operating system.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH10135

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1105	Starting Monday, May 2, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



DESIGNING A SERVER 2008 APPLICATIONS PLATFORM INFRASTRUCTURE

Brief Course Description:



This course will prepare IT professionals for the role of Enterprise Administrator. Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business & technical requirements. Topics covered include:

- designing IIS Web Farms
- optimizing IIS performance & stability
- designing IIS security
- designing IIS maintenance & UDDI
- designing a Terminal Services (TS) infrastructure
- designing a TS maintenance strategy
- designing Windows Media Services infrastructure administration
- designing virtualization infrastructure & virtualization provisioning.

Prerequisites:

Students should have a working knowledge of networking, including TCP/IP, Domain Name System, and Internet Information Services.

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6437

Section Information:

Section:	Date & Time Info:		Location:		Instructor:	
1101	Starting Wednesday, June 29, 2011, for 3 days	Wednesday, 8:30 AM - Thursday & 4:30 PM Friday	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons	



DESIGNING A WINDOWS SERVER 2008 NETWORK INFRASTRUCTURE

Brief Course Description:



This course will provide students with an understanding of how to design a Windows Server 2008 Network Infrastructure. Topics covered include:

- overview of network infrastructure design
- designing network security
- designing IP addressing
- designing routing & switching
- designing security for internal networks
- designing Name Resolution
- designing Advanced Name Resolution
- planning & deploying the application virtualization management system
- designing network access protection
- designing operating system deployment & maintenance
- designing File Services & DFS
- designing high availability
- designing print services.

Prerequisites: AUTOMATING WINDOWS SERVER 2008 ADMIN. W/WINDOWS POWERSHELL

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6435

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1101	Starting Monday, May 23, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



DESIGNING SERVER 2008 ACTIVE DIRECTORY INFRASTRUCTURE & SERVICES

Brief Course Description:



In this course, students learn how to design an Active Directory (AD) infrastructure in Windows Server 2008. Topics covered include:

- designing an AD Forest infrastructure
- designing an AD domain infrastructure
- designing AD sites & replication
- designing AD domain administrative structures
- designing AD group policy
- designing AD DS security
- designing AD high availability
- designing AD disaster recovery
- designing public key infrastructure
- designing an AD RMS infrastructure
- designing an AD Federation Services implementation
- designing an AD LDS implementation.

Prerequisites:

Students should have completed the MCTS curriculum.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6436

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, June 6, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INSTALLING & CONFIGURING WINDOWS 7 CLIENT

Brief Course Description:



This course is intended for IT professionals who are interested in expanding their knowledge base & technical skills about Windows 7 client. Topics covered include:

- installing, upgrading & migrating to Windows 7
- configuring disks & device drivers
- configuring file access & printers on Windows 7 client computers
- configuring network connectivity
- configuring wireless network connections
- securing Windows 7 desktops
- optimizing & maintaining Windows 7 client computers
- configuring mobile computing & remote access in Windows 7.

Prerequisites:

Students should be familiar with Windows operating systems and work in user support, desktop configuration, & desktop troubleshooting.

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6292

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1106	Starting Monday, May 16, 2011, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

PLANNING, DEPLOYING, & MANAGING SYSTEM CENTER CONFIG. MGR.

Brief Course Description:



This course provides students with the knowledge and skills to plan, deploy, and manage Configuration Manager 2007. Topics covered include:

- planning & deploying a single-site architecture
- planning & deploying Configuration Manager 2007 clients
- collecting inventory & metering software usage
- querying & reporting data
- preparing for & managing software distribution
- deploying operating systems using Configuration Manager 2007
- deploying & managing software updates
- using remote tools & Wake on LAN features
- managing mobile devices
- planning & configuring a multiple site hierarchy
- maintaining & troubleshooting.

Prerequisites: Students should have a base-level understanding of Systems Management Server 2003.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

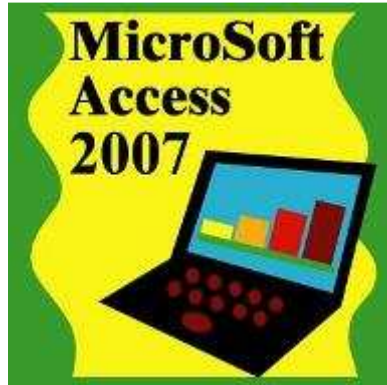
Course: CNH6451

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1104	Starting Monday, April 11, 2011, for 1 week	Monday - 8:30 AM - Friday 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

ACCESS 2007: LEVEL 1

Brief Course Description:



This course teaches students the basic functions of Access 2007. Topics covered include:

- database concepts
- databases and tables
- fields and records
- data entry rules
- basic queries
- using forms
- working with reports.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Access 2007: Level 1</i>	20.00
Estimated Costs for State Employee	\$217.00

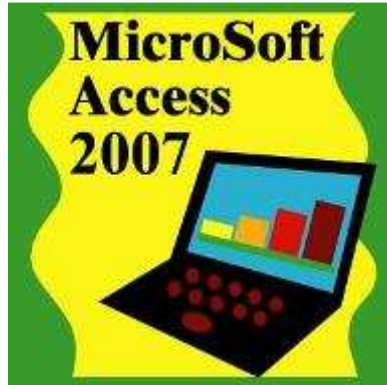
Course: CAC071

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1105	Starting Thursday, April 7, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

ACCESS 2007: LEVEL 2

Brief Course Description:



In this course, students will learn how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Topics covered include:

- controlling data entry
- joining tables
- creating flexible queries
- improving forms
- customizing reports
- sharing data across applications.

Prerequisites: ACCESS 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
Access 2007: Level 2	20.00
Estimated Costs for State Employee	\$217.00

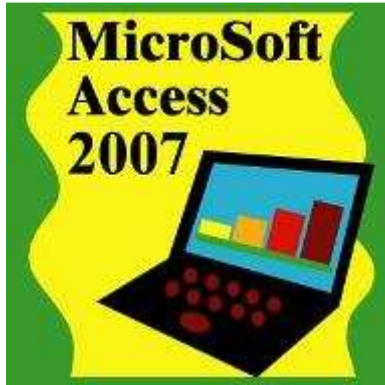
Course: CAC072

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1105	Starting Thursday, May 5, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:40 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

ACCESS 2007: LEVEL 3

Brief Course Description:



In this course, students will extend their knowledge into some of the more specialized and advanced capabilities of Access. Topics covered include:

- structuring existing data
- writing advanced queries
- simplifying tasks with macros
- making effective use of forms
- making reports more effective
- maintaining an Access database.

Prerequisites: ACCESS 2007: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
Access 2007: Level 3	20.00
Estimated Costs for State Employee	\$145.00

Course: CAC073

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1104	Starting Thursday, June 2, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Charlotte Robinson



ACCESS 2010: LEVEL 1

Brief Course Description:



Topics covered include:

- databases & tables
- fields & records
- data entry rules
- basic queries
- using forms
- working with reports.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Access 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CAC101

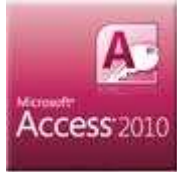
Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1102	Starting Monday, April 18, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Charlotte Robinson



ACCESS 2010: LEVEL 2

Brief Course Description:



Topics covered include:

- relational databases
- related tables
- complex queries
- advanced form design
- reports & printing
- charts
- PivotTables & PivotCharts.

Prerequisites: ACCESS 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Access 2010: Intermediate</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CAC102

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1102	Starting Thursday, May 19, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Charlotte Robinson



ACCESS 2010: LEVEL 3

Brief Course Description:



Topics covered include:

- querying with SQL
- advanced queries
- macros
- advanced macros
- importing, exporting, & linking
- database management.

Prerequisites: ACCESS 2010: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Access 2010: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CAC103

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Wednesday, June 15, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

CASCADING STYLE SHEETS

Brief Course Description:



This course will introduce the concepts, techniques, properties, and values of CSS in a sequence that reflects a typical "building up" of design rules. It starts with colors, which is the easiest part of CSS. Students will next learn how to control typography using text and font properties. Students will then explore the layout-oriented styles of CSS, including margins, padding, and absolute and relative positioning. Topics covered include:

- controlling color and typography
- designing with the cascade
- designing content sections
- controlling layout with positioning
- enhancing an existing design
- creating alternate style sheets.

Prerequisites: WEB SITE DEVELOPMENT FOUNDATIONS

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Cascading Style Sheets</i>	70.00
Estimated Costs for State Employee	\$267.00

Course: CCSS

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1103	Starting Thursday, May 12, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Classroom 108	3771 Eastwood Dr., Jackson, MS	Charlotte Robinson



DREAMWEAVER CS5: LEVEL 1

Brief Course Description:



In this course, students will design, build, and upload a Website using Dreamweaver.

Topics covered include:

- getting started with Dreamweaver
- initiating a Website
- designing Web pages
- creating Reusable Site Assets
- working with Links
- uploading a Website.

Prerequisites: Students should be familiar with Web design.

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CDWCS51

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1102	Starting Monday, April 18, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



DREAMWEAVER CS5: LEVEL 2

Brief Course Description:



In this course, students will develop professional-looking Web pages using Dreamweaver. Topics covered include:

- working in Code View
- formatting with Style Sheets
- working with AP Elements
- working with Spry Elements
- creating a form
- integrating External Files with Dreamweaver.

Prerequisites: DREAMWEAVER CS5: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CDWCS52

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1102	Starting Wednesday, April 20, 2011, for 2 days	Wednesday & Thursday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



INDESIGN CS5: LEVEL 1

Brief Course Description:



In this course, students will work with some of the tools and features to create eye-catching printed documents using InDesign CS5. Topics covered include:

- exploring the InDesign environment
- designing documents
- enhancing documents
- working with Page Elements
- managing objects
- working with Tables
- finalizing documents.

Prerequisites: A basic understanding of the computer operating system you are using is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CINDCS51

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1102	Starting Monday, June 27, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons



INDESIGN CS5: LEVEL 2

Brief Course Description:



In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of documents. Topics covered include:

- handling Page Elements
- managing Styles
- developing complex paths
- administering external files
- working with XML files
- creating dynamic documents
- managing long documents
- adjusting print settings
- exporting InDesign files in other formats.

Prerequisites: INDESIGN CS5: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CINDCS52

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1101	Starting Thursday, April 28, 2011, for 2 days Thursday & Friday 8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons
1102	Starting Wednesday, June 29, 2011, for 2 days Wednesday & Thursday 8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

PUBLISHER 2007: LEVEL 1

Brief Course Description:



This course gives students proficiency in creating publications, formatting text, inserting graphics, and performing other basic-level tasks. Topics covered include:

- basic documents
- multi-page publications
- working with text
- tables
- layout and design techniques
- finalizing documents.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Publisher 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPUB071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1103	Starting Wednesday, May 25, 2011, for 1 day	Classroom 107 3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

PUBLISHER 2007: LEVEL 2

Brief Course Description:



This course is designed to give proficiency in creating newsletters, designing Web sites, setting up mail merges, and performing other advanced-level tasks. Topics covered include:

- basic design options
- typography
- long publications
- mail merge
- interactive forms
- Web site publishing.

Prerequisites: PUBLISHER 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Publisher 2007: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPUB072

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1103	Starting Wednesday, June 22, 2011, for 1 day	Classroom 107 3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

WEB SITE DEVELOPMENT FOUNDATIONS

Brief Course Description:



This course teaches students essential Web page development skills. Students will learn to develop Web sites using HTML and XHTML. Students will learn to write code manually, as well as use GUI authoring tools. Students will also learn to insert images, create hyperlinks, and add tables, forms, and frames to their Web pages. Students will learn about CGI and use it to connect Web pages to databases. Students will also identify e-commerce solutions and relate Web site development to business goals. This course will teach students to work as a productive part of a Web site development team.

Prerequisites:

Students should be familiar with an operating system, such as Microsoft Windows, before taking this class.

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Site Development Foundations vers. 2.0</i>	60.00
Estimated Costs for State Employee	\$257.00

Course: CWSDF

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1103	Starting Monday, April 11, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Classroom 108 3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

LOCAL AREA NETWORKS

Brief Course Description:



This course presents the concepts & technology of LAN topologies. Students will learn about Bus, Ring, Tree, Star Mesh, & Wireless topology and information transfer technologies. Topics covered include:

- topologies
- information transfer
- transmission techniques
- transmission media
- LAN components
- network management
- advanced LAN technologies.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Local Area Networks</i>	85.00
Estimated Costs for State Employee	\$282.00

Course: CLAN

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1102	Starting Wednesday, April 20, 2011, for 2 days	Wednesday & Thursday	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS TBD

NETWORK+ (2009 OBJECTIVES)

Brief Course Description:



This course prepares students for the CompTIA Network+ (2009 objectives) Exam No. N10-004. Topics covered include:

- network theory
- network communications methods
- network data delivery
- network media & hardware
- network implementations
- networking TCP/IP
- TCP/IP services
- LAN infrastructure
- WAN infrastructure
- network security
- remote networking
- disaster recovery
- network data storage
- network operating systems
- network management
- network troubleshooting.

Prerequisites:

It is recommended that students have CompTIA A+ certification, or the equivalent skills & knowledge, but it is not required.

Materials & Approximate Course Cost:

Tuition for state employees	\$300.00
Lab Fees	\$125.00
<i>Network+ (2009 Objectives)</i>	65.00
Estimated Costs for State Employee	\$490.00

Course: CNET+9

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1103	Starting Monday, April 4, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS TBD

SERVER 2008 NETWORK INFRASTRUCTURE & APPLICATION PLATFORM FUNDAMENTALS

Brief Course Description:



Topics covered include:

- fundamentals of network infrastructure
- IT professionals in the Enterprise
- TCP/IPv4 fundamentals
- communication technologies
- creating IPv4 address spaces
- IPv6 fundamentals
- fundamentals of administering Server 2008
- security fundamentals
- fundamentals of securing network communication
- Windows firewall & caching
- remote access
- routing fundamentals
- network load balancing
- configuring print resources & printing pools
- server virtualization overview.

Prerequisites:

SERVER+ CERTIFICATION
 NETWORK+ CERTIFICATION
 A+ CERTIFICATION

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6420

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1102	Starting Monday, April 4, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

ADOBE ACROBAT 9.0: LEVEL 1

Brief Course Description:



In this course, students will use Adobe Acrobat 9.0 to make the information more portable, accessible, and useful to meet the needs of the target audience. Topics covered include:

- accessing a PDF document
- creating PDF documents
- navigating to specific content in a PDF document
- modifying PDF documents
- working with multiple PDF documents
- reviewing a PDF document
- validating a PDF document.

Prerequisites:

Basic experience with computers and common Microsoft applications, such as word processing, spreadsheet, and Web browser applications.

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CADAC91

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1103	Starting Monday, May 2, 2011, for 1 day	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

ADOBE ACROBAT 9.0: LEVEL 2

Brief Course Description:



In this course, students will use Adobe Acrobat 9.0 to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing. Topics covered include:

- creating PDFs from technical documents
- enhancing PDF documents
- creating interactive PDF forms in Adobe LiveCycle Designer
- preparing PDF files for commercial printing
- finalizing PDF files for commercial printing.

Prerequisites: ADOBE ACROBAT 9.0: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CADAC92

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1103	Starting Tuesday, May 3, 2011, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INTRODUCTION TO PERSONAL COMPUTERS

Brief Course Description:



This course covers types of PCs, the Input-Output cycle, and fundamental computer skills. Topics covered include:

- how to switch on a PC
- how to identify system components
- how to use input and output devices
- how to manage disk drives
- how to change monitor settings
- how to manage files & folders
- how to use email
- how to browse the Web with Internet Explorer.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Introduction to Personal Computers</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPC1

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1104	Starting Wednesday, May 11, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Anne Butler



OFFICE 2010: NEW FEATURES

Brief Course Description:



This course covers those features of Office 2010 that are new to the Office system, with dedicated units for the new features of each application. In Word, students will learn to use the Navigation pane & apply new text effects. In Excel, they will use sparklines, filter data with slicers, & create a PivotChart. In PowerPoint, they will organize slides into sections, edit movie clips, apply animation effect, and learn how to broadcast slide shows. In Outlook, they will manage email conversations, create Quick Steps, and use the People Pane. In Access, they will learn about ribbon customization and Backstage view.

Prerequisites: Students should be proficient in Office 2007.

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Office 2010: New Features</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CMOF101

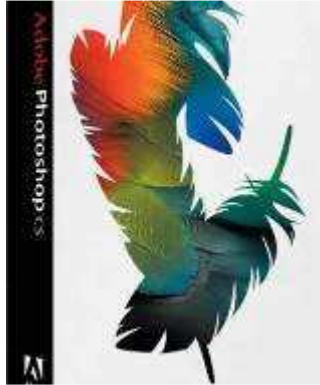
Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Wednesday, June 15, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS TBD



PHOTOSHOP CS5: LEVEL 1

Brief Course Description:



In this course, students use various tools and features of Photoshop CS5. They explore the interface, customize it, and use tools for selecting parts of images. They learn to use layers and to apply layer effects and filters for creating special effects. Topics covered include:

- exploring the Adobe Photoshop CS5 environment
- determining resolution & graphic type
- working with selections
- working with layers
- enhancing images with Paint & Filters
- exploring image modes & color adjustments
- saving images for Web & print
- initiating a project.

Prerequisites:

A basic understanding of graphic design file formats and common design tools is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CPHOTOC51

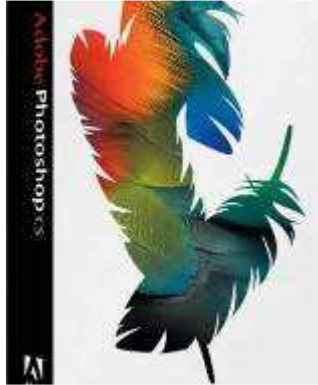
Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1101	Starting Monday, April 4, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



PHOTOSHOP CS5: LEVEL 2

Brief Course Description:



In this course, students will work with the advanced tools and features available in Photoshop CS5. Topics covered include:

- enhancing images
- working with Vector Paths
- working with shape layers and masks
- automating tasks
- working with video files
- integrating with other Adobe applications.

Prerequisites: PHOTOSHOP CS5: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CPHOTOCS52

Section Information:

Section:	Date & Time Info:		Location:		Instructor:	
1101	Starting Thursday, April 7, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

POWERPOINT 2007: LEVEL 1

Brief Course Description:

Microsoft Office



PowerPoint

This course covers the basic functions of PowerPoint 2007. Topics covered include:

- the PowerPoint window
- new presentations
- formatting slides
- drawing objects
- graphics
- tables & charts
- modifying presentations
- proofing & delivering presentations.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>PowerPoint 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPP071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1104	Starting Wednesday, April 13, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

POWERPOINT 2007: LEVEL 2

Brief Course Description:

Microsoft Office



PowerPoint

Topics covered include:

- custom presentation options
- graphic & multimedia content
- customizing SmartArt graphics & tables
- action buttons & custom slide shows
- distributing a presentation
- integrating Microsoft Office files.

Prerequisites: POWERPOINT 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>PowerPoint 2007: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPP072

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1103	Starting Wednesday, June 8, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Leah Chisolm



POWERPOINT 2010: LEVEL 1

Brief Course Description:



This course covers the basic functions of PowerPoint 2007. Topics covered include:

- the PowerPoint window
- new presentations
- formatting slides
- drawing objects
- graphics
- tables & charts
- modifying presentations
- proofing & delivering presentations.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>PowerPoint 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPP101

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Friday, May 20, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Anne Butler



POWERPOINT 2010: LEVEL 2

Brief Course Description:



Topics covered include:

- custom presentation options
- graphic & multimedia content
- customizing SmartArt graphics & tables
- action buttons & custom slide shows
- distributing a presentation
- integrating Microsoft Office files.

Prerequisites: POWERPOINT 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>PowerPoint 2010: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPP102

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1101	Starting Wednesday, June 22, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Leah Chisolm

WINDOWS 7: LEVEL 1

Brief Course Description:



This course teaches the core features & functions of Windows 7. Topics covered include:

- the Windows 7 environment
- files, folders, & libraries
- managing content
- customizing the environment
- Internet Explorer 8.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Windows 7: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWN71

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1103	Starting Monday, June 13, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

WINDOWS 7: LEVEL 2

Brief Course Description:



This course aids students in becoming more proficient in using Windows 7. Topics covered include:

- user accounts
- devices & printers
- file management & protection
- programs & utilities
- networks & mobile computing
- security.

Prerequisites: WINDOWS 7: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Windows 7: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWN72

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1102	Starting Wednesday, June 29, 2011, for 1 day	8:30 AM - 4:30 PM	Classroom 108	3771 Eastwood Dr., Jackson, MS	Leah Chisolm

WINDOWS 7: NEW FEATURES

Brief Course Description:



This course introduces students to the major new features and enhancements of Windows 7. Topics covered include:

- the Windows 7 environment
- customizing the environment
- libraries, folders, & content
- device stage
- file protection & troubleshooting
- Internet Explorer 8.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Windows 7: New Features</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWN7NF

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1103	Starting Wednesday, May 18, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

Brief Course Description:



- exploring ASP.NET applications
- creating Web applications
- creating an ASP.NET Web form
- adding functionality to an ASP.NET Web form
- implementing master pages & user controls
- validating user input
- debugging ASP.NET Web applications
- managing data in an ASP.NET 3.5 Web application
- managing data access tasks by using LINQ
- managing data by using ASP.NET dynamic data
- creating an ASP.NET AJAX application
- consuming XML Web services & Windows communication foundation services
- more.

Introduction to Programming, and students should have at least 1 month of experience in .NET technologies, as well as knowledge of HTML or DHTML, and programming experience using Visual Basic.NET.

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Section:	Date & Time Info:			Location:	Instructor:
1102	Starting Monday, April 11, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

SQL QUERYING: LEVEL 1 (4th Ed.)

Brief Course Description:



This course will teach students how to compose SQL queries to retrieve information from the database. Topics covered include:

- executing a simple query
- performing a conditional search
- working with functions
- organizing data
- retrieving data from multiple tables
- presenting query results.

Prerequisites: Students should be familiar with their computer's operating system and basic operation.

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Fundamentals of SQL Querying</i>	45.00
Estimated Costs for State Employee	\$170.00

Course: CSQL41

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1106	Starting Thursday, June 16, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Burrell N. Brown

SQL QUERYING: LEVEL 2 (4th Ed.)

Brief Course Description:



In this course, students will create advanced SQL queries and manipulate and index tables. Topics covered include:

- advanced querying using subqueries
- manipulating table data
- manipulating the table structure
- working with views
- indexing data.

Prerequisites: SQL QUERYING: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Advanced SQL Querying</i>	45.00
Estimated Costs for State Employee	\$170.00

Course: CSQL42

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1106	Starting Friday, June 17, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Burrell N. Brown



CRITICAL SKILLS FOR THE IT BUSINESS ANALYST

Brief Course Description:



This course focuses on the practical skills needed by today's Business Analyst to be able to effectively interact with their business stakeholders to produce excellent business solutions. Topics covered include:

- the role and traits of highly successful Business Analysts
- the 3 elements of human behavior key to communication
- specific action plans to effectively communicate with people in all levels of an organization
- using critical thinking skills to analyze problems
- techniques for eliciting the right information from clients
- best practices for meeting facilitation & client presentations
- the importance of the Business System Life Cycle.

Prerequisites:

This course is intended for business analysts, systems analysts, project managers, developers, clients, and anyone who participates in the analysis process to provide recommended business solutions.

Materials & Approximate Course Cost:

Tuition for state employees	\$1,390.00
Estimated Costs for State Employee	\$1,390.00

Course: CITBA

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1101	Starting Monday, April 11, 2011, for 4 days	Monday, Tuesday, Wednesday & Thursday	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Protech

CRYSTAL REPORTS 11: LEVEL 1

Brief Course Description:



In this course, students will build basic list and group reports that work with almost any database. Topics covered include:

- creating a report
- displaying specific report data
- grouping report data
- building formulas
- formatting reports
- enhancing reports
- creating pie charts
- distributing data.

Prerequisites:

Students should be familiar with the basic functions of their computer's operating system and have a basic understanding of database concepts.

Materials & Approximate Course Cost:

Tuition for state employees	\$645.00
Estimated Costs for State Employee	\$645.00

Course: CCR111

Section Information:

Section:	Date & Time Info:			Location:	Instructor:	
1105	Starting Thursday, June 2, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

CRYSTAL REPORTS 11: LEVEL 2

Brief Course Description:



In this course, students will learn how to create more sophisticated reports, including subreports and cross-tabs, and how to increase the speed and efficiency of their reports by using SQL queries. Topics covered include:

- creating running totals
- building cross-tabs in reports
- adding subreports
- creating drill-downs
- enhancing report processing by writing SQL statements
- charting data
- reporting on Excel data with Crystal Reports
- working with prompts
- enhancing report functionality.

Prerequisites: CRYSTAL REPORTS 11: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$645.00
Estimated Costs for State Employee	\$645.00

Course: CCR112

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1105	Starting Monday, June 6, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

MICROSOFT PROJECT 2007: PART I

Brief Course Description:



Topics covered include:

- project management concepts
- working with tasks
- scheduling tasks
- managing resources
- working with views and tables
- filtering, grouping, and sorting
- finalizing the task plan.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CMSPJ71

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1105	Starting Monday, May 23, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Charles Case

MICROSOFT PROJECT 2007: PART II

Brief Course Description:



Topics covered include:

- tracking project work
- analyzing and adjusting the plan
- formatting and reporting
- customizing the project environment
- managing multiple projects
- project communications
- exchanging project data

Prerequisites: MICROSOFT PROJECT 2007: PART I

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project 2007: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CMSPJ72

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1105	Starting Tuesday, May 24, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Charles Case

PROJECT MANAGEMENT FUNDAMENTALS

Brief Course Description:

PROJECT MANAGEMENT



In this course, students will identify effective project management practices and their related processes. Topics covered include:

- getting started with project management
- initiating a project
- planning for time & cost
- planning for project risks, communication, & change control
- managing a project
- executing the project closeout phase.

Scope, Schedule & Cost

Prerequisites: Some on-the-job experience in participating in managed projects is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management Fundamentals</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPMF

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1104	Starting Wednesday, May 18, 2011, for 1 day	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Monte Luehlfig

PROJECT MANAGEMENT: LEVEL 1

Brief Course Description:



This course is designed to provide proficiency in basic project management techniques, including managing time and costs. Topics covered include:

- fundamentals of project management
- characteristics of a project
- project initiation and scope planning
- scope definition, verification, & change control
- time management
- schedule development & control
- resource identification & cost approximating
- budgeting & cost control.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management Basics</i>	35.00
Estimated Costs for State Employee	\$160.00

Course: CPM1

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1101	Starting Wednesday, April 6, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Monte Luehlfig

PROJECT MANAGEMENT: LEVEL 2

Brief Course Description:



Topics covered include:

- quality management
- quality assurance & control
- risk identification & management
- risk analysis, response, & control
- organizational planning
- staff acquisition & team building
- planning & distributing information
- project performance & conclusion.

Prerequisites: PROJECT MANAGEMENT: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management: Intermediate</i>	35.00
Estimated Costs for State Employee	\$160.00

Course: CPM2

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1101	Starting Friday, May 6, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Monte Luehlfig



PROJECT MANAGEMENT: LEVEL 3

Brief Course Description:



This course is designed for managers, supervisors, or team leaders who need to learn about contracts, procurement, solicitation, integration, and the project management process. Topics covered include:

- procurement planning
- planning, soliciting, & selecting
- contract administration & closeout
- project integration & plan development
- implementing plans & controlling change
- the project management process
- execution, control, & project closeout.

Prerequisites: PROJECT MANAGEMENT: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management: Advanced</i>	35.00
Estimated Costs for State Employee	\$160.00

Course: CPM3

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1101	Starting Friday, June 10, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Monte Luehlfig

NETWORK SECURITY & FIREWALLS

Brief Course Description:



This course teaches students how to secure networks from unauthorized activity. Students learn about establishing an effective security policy, different types of hacker activities, the hacker's mind-set, and preventing & managing hacker penetration. Topics covered include:

- elements of security
- applied encryption
- types of attacks
- recent networking vulnerability considerations
- general security principles
- protocol layers & security
- securing resources
- firewalls & virtual private networks
- levels of firewall protection
- detecting & distracting hackers
- incident response.

Prerequisites:

This course is intended for network server administrators, firewall administrators, system administrators, application developers, and IT security officers.

Materials & Approximate Course Cost:

Tuition for state employees	\$275.00
Lab Fees	\$75.00
<i>Network Security & Firewalls</i>	96.00
Estimated Costs for State Employee	\$446.00

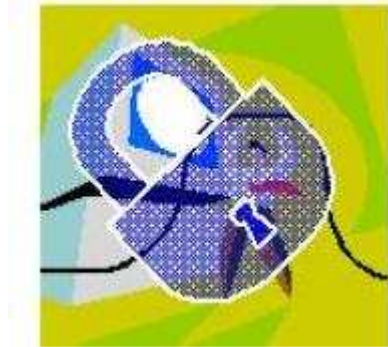
Course: CNSF

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1104	Starting Monday, June 27, 2011, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS TBD

SECURITY AWARENESS

Brief Course Description:



This course provides an introduction to common security threats and issues, as well as ways you can counteract them. Students will identify and apply security techniques to common job activities. Topics covered include:

- securing information
- counteracting social engineering exploits
- identifying security measures
- maintaining file security
- guarding against attacks
- handling security breaches.

Prerequisites:

Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a web browser.

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Security Awareness</i>	35.00
Estimated Costs for State Employee	\$160.00

Course: CSEC2

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1104	Starting Friday, June 10, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Charles Case

EXCEL 2007: LEVEL 1

Brief Course Description:



This course teaches the basic fundamentals of Excel 2007. Topics covered include:

- spreadsheet terminology
- entering & editing data
- modifying worksheets
- using functions
- formatting worksheets
- printing
- creating charts
- managing large workbooks.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1106	Starting Friday, April 1, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Leah Chisolm

EXCEL 2007: LEVEL 2

Brief Course Description:



This course teaches students to use multiple worksheets and workbooks efficiently and start working with more advanced formatting options. Topics covered include:

- using multiple worksheets and workbooks
- advanced formatting
- outlining and subtotals
- cell and range names
- lists and tables
- Web and Internet features
- advanced charting
- documenting and auditing
- templates and settings.

Prerequisites: EXCEL 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2007: Intermediate</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX072

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1105	Starting Monday, April 18, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Leah Chisolm

EXCEL 2007: LEVEL 3

Brief Course Description:



This course teaches students to work with advanced functions of Excel 2007. Topics covered include:

- logical functions
- math & statistical functions
- financial functions
- displaying and printing formulas
- lookups and data tables
- advanced list management
- PivotTables & PivotCharts
- exporting & importing
- analytical options
- macros & custom functions
- conditional formatting & SmartArt.

Prerequisites: EXCEL 2007: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2007: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX073

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Monday, May 2, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

EXCEL 2007: POWER USER

Brief Course Description:



This course is designed to give experienced Excel users proficiency in how to use formulas, functions, arrays, and add-ins for manipulating and analyzing data. Topics covered include:

- advanced formulas, functions, and arrays
- advanced editing and formatting
- analyzing and sharing information
- advanced customization.

Prerequisites: EXCEL 2007: LEVEL 3

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2007: Power User</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX074

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Monday, May 16, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Charles Case

EXCEL 2007: VBA PROGRAMMING

Brief Course Description:



This course is designed to give experienced Excel users proficiency to create procedures that run in response to specific events, create user forms to accept or display data, validate the data entry in user forms, and debug and handle errors in code. Topics covered include:

- VBE
- programming basics
- control structures
- custom dialog boxes
- debugging & error-handling.

Prerequisites: EXCEL 2007: POWER USER

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Excel 2007: VBA Programming</i>	20.00
Estimated Costs for State Employee	\$217.00

Course: CEX07VBA

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Thursday, June 23, 2011, for 2 days	Thursday & Friday 8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charles Case



EXCEL 2010: LEVEL 1

Brief Course Description:



This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Topics covered include:

- getting started
- entering and editing data
- modifying a worksheet
- functions
- formatting
- printing
- charts
- managing large workbooks.

Prerequisites:

Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX101

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Wednesday, May 4, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

EXCEL 2010: LEVEL 2

Brief Course Description:



Topics covered include:

- using multiple worksheets & workbooks
- advanced formatting
- outlining & subtotals
- cell & range names
- tables
- Web & sharing features
- advanced charting
- documenting & auditing
- templates & settings.

Prerequisites: EXCEL 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2010: Intermediate</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX102

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Wednesday, June 1, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Leah Chisolm

EXCEL 2010: LEVEL 3

Brief Course Description:



Topics covered include:

- advanced functions
- lookups & data tables
- advanced data management
- PivotTables & PivotCharts
- exporting & importing
- analytical tools
- macros & custom functions
- unconditional formatting & SmartArt graphics.

Prerequisites: EXCEL 2010: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2010: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX103

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1101	Starting Monday, June 27, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

WORD 2007: LEVEL 1

Brief Course Description:



This course covers the basic functions of Word 2007. Topics covered include:

- the Word Window
- new documents
- navigation & selection techniques
- editing text
- formatting text
- tables
- page layout
- proofing & printing documents
- graphics.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1105	Starting Monday, April 4, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Anne Butler

WORD 2007: LEVEL 2

Brief Course Description:



Topics covered include:

- styles
- sections & columns
- formatting tables
- printing labels & envelopes
- templates & building blocks
- graphics
- managing document revisions
- Web features.

Prerequisites: WORD 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2007: Intermediate</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD072

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1105	Starting Thursday, April 14, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Leah Chisolm

WORD 2007: LEVEL 3

Brief Course Description:



Topics covered include:

- mail merge
- objects & backgrounds
- forms
- macros
- toolbar & keyboard customization
- long documents
- XML features.

Prerequisites: WORD 2007: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2007: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD073

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1104	Starting Monday, May 9, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

WORD 2007: VBA PROGRAMMING

Brief Course Description:



This course is designed to give experienced Word users proficiency in using the Visual Basic Editor (VBE). Students will learn how to build applications, debug code, automate data entry, merge data files, create forms, build tables, secure information, and share data. Topics covered include:

- VBE
- programming basics
- Word objects
- control structures
- forms
- debugging & error-handling.

Prerequisites: WORD 2007: LEVEL 3

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Word 2007: VBA Programming</i>	20.00
Estimated Costs for State Employee	\$217.00

Course: CWD07VBA

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1102	Starting Thursday, June 2, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charles Case



WORD 2010: LEVEL 1

Brief Course Description:



This course covers the basic features & functions of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Topics covered include:

- getting started
- navigation and selection techniques
- editing text
- formatting text
- tables
- page layout
- proofing and printing documents
- graphics.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD101

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Friday, April 15, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Anne Butler



WORD 2010: LEVEL 2

Brief Course Description:



Topics covered include:

- styles & outlines
- sections & columns
- formatting tables
- printing labels & envelopes
- templates & building blocks
- graphics
- managing document revisions
- Web features.

Prerequisites: WORD 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2010: Intermediate</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD102

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Thursday, May 26, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Anne Butler



WORD 2010: LEVEL 3

Brief Course Description:



Topics covered include:

- using mail merge
- objects & backgrounds
- working with forms
- using macros
- customizing Word
- long documents
- XML features.

Prerequisites: WORD 2010: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2010: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD103

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1102	Starting Monday, June 20, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Anne Butler

MENTORED LEARNING

ITS and New Horizons have partnered to bring you new, state-of-the art Mentored Learning!

Mentored Learning is instructor-plus training, meaning two instructors guide the student through the material; one instructs and the other tutors, and the classes are built around the student's schedule. All Mentored classes are available in morning or afternoon sessions any day or days of the week. You will need to schedule your Mentored Learning classes ten (10) days out to ensure that the training materials are in.

Why IT People Love Mentored Training

1. **Flexibility:** You and your child get sick; or an emergency arises at work. Problems can rear their ugly head at the most inopportune time. That's why you need classes structured around your time.
If you're like most people, you don't want to go to school for a solid week and have all your work back up on you while you're gone. But you do want to work smarter and be more productive.
You prefer learning three mornings a week rather than five full days; applying what you learned in the morning to your afternoon work. You want immediate answers from certified instructors for the problems you experience at work. We provide that for you. We accommodate you, your schedule, and your need to produce.
2. **You Learn More:** A funny thing happens with a flexible schedule. You learn more. Students who learn in the morning and apply that knowledge in the afternoon retain more of what they learned.
 - A. **Prep for certification:** You learn more when you study for a test. Our official certification exams prove that you are accomplished at the highest level.
 - B. **One-on-one mentoring:** We offer multiple instructors for each class; one that teaches and one that tutors. The result is a much greater understanding of the material.
 - C. **Teach back:** Students teach our instructors what they've just learned. This has produced amazing results.
3. **Custom Classes:** By assessing the student's skill level, we customize classes to achieve the results you need.
4. **No canceled classes**—guaranteed.
5. **Learning where you want:** We can teach at your location.
6. **Return on investment:** You are, on average, 38% more proficient after New Horizons' training. This represents a \$15,200.00 productivity improvement on a \$40,000.00 salary.
7. **Learning relevant to the work place.** We teach what you need to do your job.
8. **To Register for a Mentored Learning Class:** Call Susan McClain @ 601-432-8186.



Business Course List

Series Titles
401(k) Plans
Access 2000 MOS
Access 2002
Access 2003
Access 2007
Access 2007 Advanced
Basics of Business Math
Budgeting and Saving
Building Relationships
Business Ethics
Career Development (Videos)
Certified Business Analysis Professional (CBAP v2)
Coaching (Videos)
Communicating with Power
Communication (Videos)
Computer Basics
Computing Concepts
Crystal Reports 8
Crystal Reports XI
Customer Service
Customer Service (Videos)
Dealing with Difficult People
Doing Business in China
Doing Business in India
Dreamweaver 8
Dreamweaver CS4
Dreamweaver MX
Dreamweaver MX 2004
Effective Business Communication
Effective Presentations
E-Mailing Your Way to the Top
Estate Planning
Excel 2000 MOS
Excel 2000 MOS Expert

Excel 2002
Excel 2003
Excel 2003 to 2010 Upgrade
Excel 2007
Excel 2007 Advanced
Finance (Videos)
Flash 8
Flash CS4
Flash MX
Flash MX 2004
Flash MX 2004 ActionScript 2.0
Flash MX ActionScript
FrontPage 2000
Fundamentals of Business Management
Global Business (Videos)
Grammar
GroupWise 5.5
GroupWise 6.5
Home Business
Innovation in the Workplace
Instructional Design
Internet Explorer 6
Internet Explorer 7
Internet Explorer 8
Interview Skills
Introduction to PCs
Investing Fundamentals
Leadership (Videos)
Leading Teams (Videos)
Lotus Notes 6.5
Lotus Notes 8.5
Lotus Notes R5
Management (Videos)
Management Skills Introduction
Managing Change
Managing Within The Law (Videos)
Motivation
Motivation Methods and Strategies
Negotiating
Office 2000
Office 2003 - What's New
Office 2007

Office 2010
Office XP Upgrade
Outlook 2002
Outlook 2003
Outlook 2003 to 2010 Upgrade
Outlook 2007
Paint Shop Pro 5
PC Applications
Photoshop
Photoshop 7
Photoshop CS
Photoshop CS4
PowerPoint 2000 MOS
PowerPoint 2002
PowerPoint 2003
PowerPoint 2003 to 2010 Upgrade
PowerPoint 2007
Problem Solving Through Productive Thinking
Project 2000 MOS
Project 2003
Project 2007
Project Management
Project Management from a People Perspective
Project Management Professional Certification 2005
Project Management Professional Certification 2009
QuickBooks
QuickBooks 2004
Retirement Planning
Sales and Marketing (Videos)
SAP R/3 Release 4.6
Sarbanes-Oxley Act
Self-Management (Videos)
Sexual Harassment in the Workplace
SharePoint 2003
SharePoint 2007
Six Sigma (Videos)
Stress Management
Teams That Work
Time Management for Maximum Productivity
Time Management Fundamentals
Visio 2002
Visio 2007

Windows 2000 Basics - Client
Windows 7
Windows Vista
Windows XP Upgrade
Word 2000 MOS
Word 2000 MOS Expert
Word 2002
Word 2003
Word 2003 to 2010 Upgrade
Word 2007
Work and Life Balance (Videos)
Workplace Environment (Videos)
Works



Technical Course List

Series Titles

AJAX
 C
 CGI/Perl
 CICS/ESA
 Cisco Related Series by MindLeaders BCMSN 642-811
 Cisco Related Series by MindLeaders BCMSN 642-812
 Cisco Related Series by MindLeaders BCRAN 642-821
 Cisco Related Series by MindLeaders BSCI 642-801
 Cisco Related Series by MindLeaders BSCI 642-901
 Cisco Related Series by MindLeaders CCDA 640-863
 Cisco Related Series by MindLeaders CCNA 640-801
 Cisco Related Series by MindLeaders CCNA 640-802
 Cisco Related Series by MindLeaders CIT 642-831
 Cisco Related Series by MindLeaders ICND1 640-822
 Cisco Related Series by MindLeaders ICND2 640-816
 Cisco Related Series by MindLeaders ISCW 642-825
 Cisco Related Series by MindLeaders ONT 642-845
 CISSP Security Professional
 CIW Foundations 1D0-510
 CIW Security 1D0-470
 Client/Server
 CMS (Conversational Monitor System)
 COBOL
 COBOL (New)
 COBOL (OS/VS)
 ColdFusion MX
 CompTIA A+ 2009 Essentials (220-701)
 CompTIA A+ 2009 Practical Application (220-702)
 CompTIA A+ Depot Technician 220-604
 CompTIA A+ Essentials 220-601
 CompTIA A+ IT Technician 220-602
 CompTIA A+ Remote Support Technician 220-603
 CompTIA Network+ 2005 (N10-003)
 CompTIA Network+ 2009 (N10-004)

CompTIA Security+ 2008 (SY0-201)
CompTIA Security+ SY0-101
CompTIA Server+ 2005 (SK0-002)
Data Warehousing
DB2
DB2 Universal Database
Dynamic HTML
EASYTRIEVE
Exchange 2000 Administration MCSE 70-224
FOCUS
GUI Design
IIS 6
Internet Marketing
ISPF
ITIL Version 2 Foundation Certificate EX0-100
ITIL Version 3 Foundation Certificate EX0-101
Java 1.2
Java 2 5.0 Programmer Certification 310-055
Java 2 5.0 Programming
Java 2 Enterprise Design
Java 2 Programmer Certification 310-035
Java Web Services
JavaScript
JCL
Linux
Linux Red Hat Technician RHCT RH202
Micro Focus COBOL Workbench 4
Microsoft .NET 2.0 App Development MCTS 70-536
Microsoft .NET 2.0 Distributed Apps MCTS 70-529
Microsoft .NET 2.0 Web Development MCTS 70-528
Microsoft .NET 2.0 Windows Development MCTS 70-526
Microsoft .NET 3.5 ASP.NET Apps MCTS 70-562
Microsoft .NET 3.5 Windows Apps MCPD 70-563
Microsoft .NET 3.5 ASP.NET Apps MCPD 70-564
Microsoft .NET 3.5 Enterprise Apps MCPD 70-565
Microsoft .NET 3.5 Forms Development MCTS 70-505
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316
Microsoft .NET Architectures MCP/MCSD 70-300
Microsoft Exchange Server 2003 MCSA/MCSE 70-284
Microsoft Exchange Server 2007 MCTS 70-236
Microsoft Office Project 2007 MCTS 70-632
Microsoft SharePoint Server 2007 MCTS 70-542

Microsoft SharePoint Server 2007 MCTS 70-630
Microsoft SQL Server 2005 Admin MCITP 70-444
Microsoft SQL Server 2005 Data Access MCITP 70-442
Microsoft SQL Server 2005 Design MCITP 70-443
Microsoft SQL Server 2005 Solutions MCITP 70-441
Microsoft SQL Server 2005 Upgrade MCITP 70-447
Microsoft SQL Server 2008 Maintenance MCTS 70-432
MS Exchange Server 5.5
MVS
Notes 5 Programming
Novell 560 CNE
Novell 570 CNE Advanced Administration
Object-Oriented Analysis and Design
OOP Using C++
Oracle
Oracle 10g Administration
Oracle 10g Database Administration II 1Z0-043
Oracle8
Oracle Database 11g Administration I (1Z0-052)
Oracle Database 11g Administration II (1Z0-053)
Oracle Database 11g SQL Fundamentals I (1Z0-051)
Oracle9i Database Fundamentals 1Z0-031
Oracle9i Database Fundamentals II 1Z0-032
Oracle9i Database Performance Tuning 1Z0-033
Oracle9i SQL 1Z0-007
PHP and MySQL
PowerBuilder 9 Advanced Development
Project Server 2003
QMF
Rational Unified Process
RDBMS Fundamentals
REXX Programming
RPG IV Programming
Running an Online Business
SAS
SAS 8
Server 2003 Security Admin MCSA/MCSE 70-299
Solaris 8 System Administrator 310-011
Solaris 9 System Administrator 310-014/310-015
SQL
SQL for the Mainframe Environment
SQL for the Windows Environment

SQL Server 2000 Admin MCDBA MCSA MCSE 70-228
SQL Server 2000 Database Design MCSE 70-229
SQL Server 2005 MCTS 70-431
SQL Server 6.5
SQL Server 7 Admin
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027
Sybase
TCP/IP
TSO/E
UML 2.0
UNIX Systems
Visual Basic .NET for Web MCSD/MCAD 70-305
Visual Basic .NET for XML Web MCSD/MCAD 70-310
Visual Basic .NET Windows Apps MCSD/MCAD 70-306
Visual Basic 2005
Visual Basic 6
Visual C#
Visual C# Web Applications MCAD 70-315
Visual C# XML MCAD 70-320
Visual InterDev 6
Visual Studio .NET Advanced Topics
Visual Studio .NET and ASP.NET
Visual Studio .NET Overview
Visual Studio .NET Programming with Visual C#
VSAM
Web Design and Graphics
Web Publishing and Design with HTML 4.01 and XHTML
WebSphere 7.0 with Rational Application Developer
WebSphere Studio Application Developer 5.0 & J2EE
Windows 2000 Active Directory MCSE 70-217
Windows 2000 Basics - Server
Windows 2000 Directory Design MCSE 70-219
Windows 2000 Network Administration MCSE 70-216
Windows 2000 Network Design MCSE 70-221
Windows 2000 Network Management MCSA 70-218
Windows 2000 Professional MCSE 70-210
Windows 2000 Security Design 70-220
Windows 2000 Server 70-215
Windows 7 Configuration MCTS 70-680
Windows 7 Upgrade
Windows Server 2003
Windows Server 2003 Active Directory MCSE 70-294

Windows Server 2003 Administration MCSE 70-290
Windows Server 2003 Infrastructure MCSE 70-297
Windows Server 2003 Network Management MCSE 70-291
Windows Server 2003 Network Planning MCSE 70-293
Windows Server 2003 Security MCSE 70-298
Windows Server 2008 Active Directory MCTS 70-640
Windows Server 2008 Applications MCTS 70-643
Windows Server 2008 Enterprise Admin MCITP 70-647
Windows Server 2008 Networking MCTS 70-642
Windows Server 2008 Server Admin MCITP 70-646
Windows SharePoint Services 3.0 MCTS 70-541
Windows SharePoint Services 3.0 MCTS 70-631
Windows Vista & Office 2007 Desktops MCTS 70-624
Windows Vista Configuration MCTS 70-620
Windows Vista Enterprise Support MCITP 70-622
Windows Vista Upgrade
Windows XP Application Support MCDST 70-272
Windows XP Professional MCSE 70-270
Windows XP System Support MCDST 70-271
XEDIT
XML

ITS Institute

Student Registration Form

ITS Use Only

Entered by: _____

Date: _____

Name Mr./Ms.:		Social Security Number:	
Agency & Division Name:		Office Phone:	Fax Number:
Office Address: (Specify Handmail, if applicable)		Cell Phone:	
City:	State:	Zip:	Email Address:

Course No./Name	Section 1 st Choice	Section 2 nd Choice	Dates/Times	Course Cost	Materials Needed *
					All None
					All None
					All None
					All None

* Circle All or None. See the current schedule for materials needed for each course.

☐ Bill State Agency

**PLEASE DO NOT PREPAY.
AGENCIES WILL BE BILLED
FOR COURSE COSTS.**

Agency/Employer Code: _____

Provider Number: _____

Agency must provide a 3-digit agency code and an 11-digit provider number for billing purposes. This information may be obtained from the SAAS (Statewide Automated accounting System) or the Education Assistant at (601) 432-8186.

☐ Bill Student ☐ Bill Non-State Agency

All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.

Billing will be sent to the address given in the Student Information section, unless otherwise specified.

Supervisor Name:			Office Phone:
Supervisor Address: (Specify Handmail, if applicable)			
City:	State:	Zip:	Email Address:

Please Read Carefully Before Signing:

All registration forms MUST be signed by the individual responsible for payment. If the student cancels a vendor-conducted course within thirty (30) days of the first class meeting or an ITS-conducted course within ten (10) days of the first class meeting, the agency/student will be charged the full tuition.

Authorized
Signature: _____

Date: _____

Return form to: ITS Institute, 3771 Eastwood Dr., Jackson, Ms 39211 • Phone: (601) 432-8186 • Fax: (601) 713-6380
For more information on the ITS Institute, visit the website: <http://www.its.ms.gov>

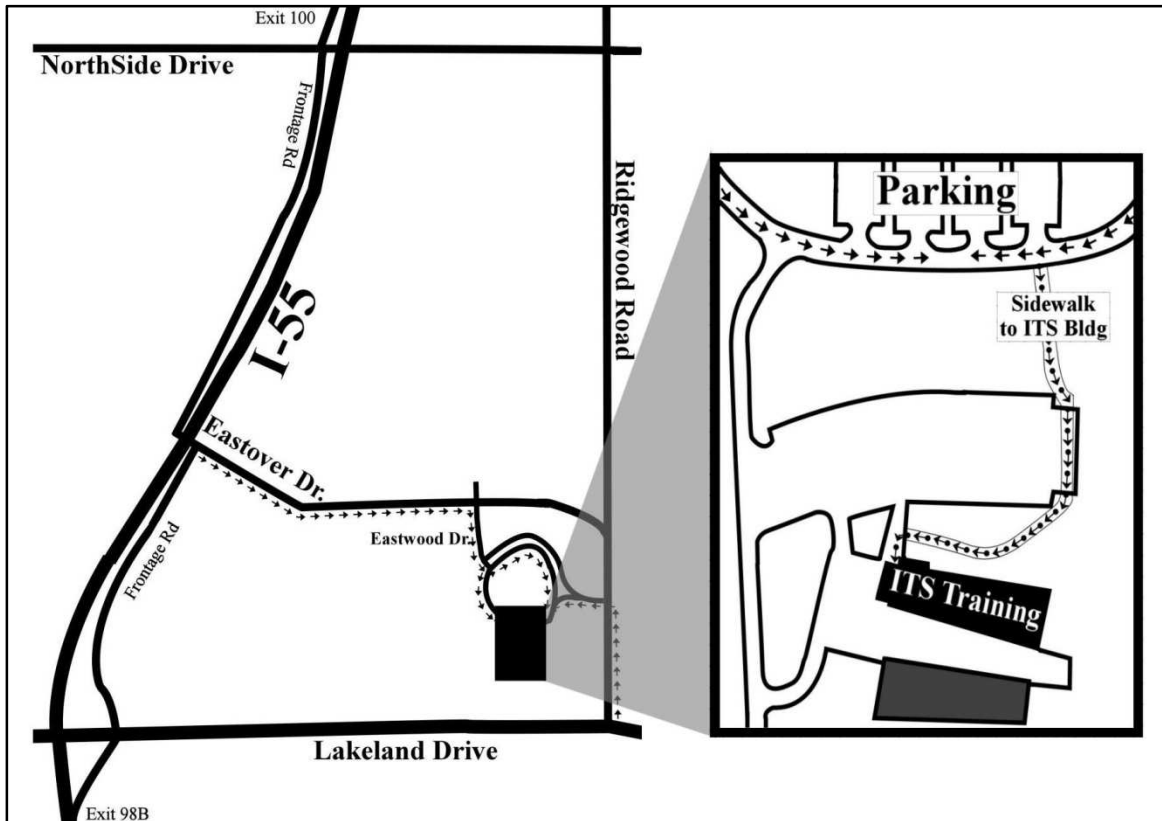
ITS Institute On-Line Training Registration Form		
Name: (Please Print) Mr./Ms.		
Social Security No.:		
Agency & Division Name:		
Office Address: (Specify Handmail, if applicable)		
City:	State:	Zip:
Office Phone:		
Fax Number:		
Cell Phone:		
Email Address:		
Course No./Name:		
ANNUAL SUBSCRIPTION FOR ON-LINE TRAINING		
COURSE COST: PLEASE CHECK ONE		
() ANNUAL SUBSCRIPTION FOR COMBINED FULL LIBRARY ON-LINE TRAINING \$190 per person (includes Technical and Business courses)		
() ANNUAL SUBSCRIPTION FOR TECHNICAL LIBRARY ON-LINE TRAINING \$140 per person (includes Technical courses only)		
() ANNUAL SUBSCRIPTION FOR BUSINESS LIBRARY ON-LINE TRAINING \$110 per person (includes Business courses only)		
<input type="checkbox"/> Bill State Agency PLEASE DO NOT PREPAY. AGENCIES WILL BE BILLED FOR COURSE COSTS.		<input type="checkbox"/> Bill Student <input type="checkbox"/> Bill Non-State Agency All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.
Agency/Employer Code: _____		
Provider No.: _____		
Supervisor's Name: (Please Print)		
<i>All registration forms MUST be signed by the individual responsible for payment.</i>		
_____ Authorized Signature		

PLEASE RETURN FORM TO:
 Susan McClain, ITS Education Services
 3771 Eastwood Drive
 Jackson, MS 39211
 Phone: (601) 432-8186
 Fax: (601) 713-6380
 susan.mcclain@its.ms.gov
ITS WEB Home Page:
<http://www.its.ms.gov>

ITS Institute

Map and Directions

3771 Eastwood Drive, Jackson, MS 39211
(601) 432-8000



From North of Jackson:

- Take I-55 South to the Northside Drive exit (Exit 100).
- Get on I-55 Frontage Road South and cross over Meadowbrook Road.
- Continue on the frontage road until you reach Eastover Drive.
- Turn left onto Eastover Drive.
- Go under I-55, continuing on Eastover Drive until you reach Eastwood Drive.
- Turn right onto Eastwood Drive and circle around until you reach ITS at 3771 Eastwood Drive.

From South, East, or West of Jackson:

- Take I-20 to I-55 North and take the Lakeland Drive exit (Exit 98B).
- Cross over Lakeland Drive, staying on I-55 Frontage Road North until you reach Eastover Drive.
- Turn right onto Eastover Drive and continue until you reach Eastwood Drive.
- Turn right onto Eastwood Drive and circle around until you reach ITS at 3771 Eastwood Drive.

ITS Contact Information

Executive Director:

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(601) 432-8109

david.litchliter@its.ms.gov

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Department of Information Technology Services

David Litchliter, Executive Director

3771 Eastwood Drive

Jackson, MS 39211

Telephone (601) 432-8000

Fax (601) 713-6380

Website: www.its.ms.gov

State Portal: www.mississippi.gov